

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

June 18, 2008

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TITLE:	Developmental Waiver Specialist
POSITION NO:	11145
LOCATION:	Disability Services Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MEA/MFT
PAY GRADE:	Pay Plan 20, Pay Band 6
STARTING SALARY:	\$34,651 - \$43,314 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, July 2, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

TYPICAL DUTIES: This position is responsible for ensuring the Department meets various Federal and State rule and statutory requirements, and in particular, the reporting requirements of the Centers for Medicare and Medicaid Services (CMS). CMS is the primary funding source for the Developmental Disabilities (DD) program funded home and community based waiver services. This position will be required to produce Home & Community Based Services (HCBS) waiver applications and related reporting requirements. Other duties include providing backup for DD staff on commitments to the residential facility and managing the wait list for DD services. Specific duties include producing DD waiver applications, renewals and amendments to CMS; assisting the DD program in better meeting the needs of Montanans with developmental disabilities; and providing ongoing DD waiver-related technical assistance and support to provider staff, field staff, central office staff, and others.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge and understanding of how the DD service system pieces fit together (a prerequisite for this position); familiarity with CMS requirements; DD commitment process (required); and the DD system knowledge and experience is

necessary in developing language that works for CMS, providers, DDP staff and service recipients.

Skills: Strong organizational skills in completing required reports and documents comprised of information and data from a variety of sources; and meeting critical deadlines related to various CMS waiver requirements and DD commitments.

Abilities: Ability to interpret complex information; synthesize complex written and verbal information from a variety of sources and be able to write clearly and effectively; research information and clearly present information to persons with decision-making authority; work autonomously and recognize those situations in which critical feedback and assistance is necessary in achieving the goals of the Program and Department. Strong receptive and expressive command of the English language is essential.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in human services or related field **AND** three years of related human services experience to include the developmental disabilities system.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Supplemental questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits

including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services
Title: Developmental Waiver Specialist
Position: #11145
Location: Disability Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please explain your views regarding individual choice in community based services to developmentally disabled adults.
2. What do you see is the role of the Montana Developmental Center with regard to DD services?